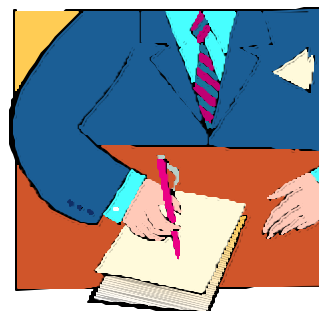


EMPLOYMENT APPLICATIONS



Prepare for filling out applications ahead of time. Gather and organize all of the information you need, including: education, employment history, descriptions of previous job duties, a list of your skills, and references. Write it all down and keep this information sheet with you whenever you contact an employer, to use in filling out applications.

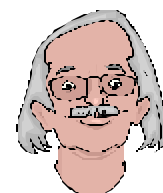
- < **The application should be neat, with no errors in grammar or spelling.** A tip: use an erasable pen, if possible.
- < **Fill the application out completely.** Use N/A (not applicable) if the section does not apply to you—leave nothing blank.
- < **Be Positive.** Emphasize your positive character traits.
- < **Use “open” or “negotiable” for salary requirements.** Never put a specific wage.
- < **Reasons for Leaving:** Avoid terms like “Fired, Quit, Illness or Personal Reasons.” Use positive statements such as “Looking for More Responsibility”.
- < **Position Desired:** Be specific as possible—never reply “Any” or “Open.”
- < **Take your time**—If possible, take the application home so you won’t be rushed to complete it—especially if you have trouble with spelling and grammar.

For more information: <http://jobseeker.dws.state.ut.us/guides/apps.asp>

References



References do not belong on your resume. Provide them at the interview, or upon request. References are used first and foremost to verify your work history. Second, references are used to help an employer evaluate a candidate's skills, work habits, communication abilities and motivation. When gathering references, you want to get people who will speak well of you in these capacities. Three references is standard—one former employer, one academic and one character reference.



- Contact your references in advance and ask them if they’re willing to be called by employers as a reference for you. Only use them if they sound very willing to do it.
- Make sure anyone you use as a reference will say GOOD things about you.
- Refresh their memories about your former position or activity, and the skills it entailed.
- Choose people to be your references that are familiar with your character, your work habits and are themselves good employees (or employers).
- Discuss with them what they’ll say about your strengths and weaknesses.
- Make sure all contact information on your reference list is current.
- Don’t overlook people you’ve volunteered with or met through non-work projects you’ve done.
- Once you land the new job, call your references and let them know. Thank them and offer your services to them as a reference in the future.